

**KANSAS WIC POLICY MEMORANDUM**  
**KANSAS-WIC-P-2019-05**

**TO:** Parent and Sub-Agencies

**FROM:** Dave Thomason  
Nutrition & WIC Services Director

**DATE:** June 20, 2019

**RE:** Funding Outlook for the Remainder of FFY 2019 and FFY 2020  
Policy ADM: 02.02.00 Annual Budgets  
Budget Template and Checklist FFY2020

**Funding Outlook for the Remainder of FFY 2019 and FFY 2020**

The funding outlook for the remainder of FFY 2019 and for FFY 2020 is looking to be difficult. For those who attended the WIC Coordinators session of our recent WIC Conference, this message will sound markedly different from what was presented during that session. That is because it is different. New information has been provided by the USDA indicating that nationwide, state and local costs have reached a level that may not be sustainable.

Kansas has requested additional federal funding from the USDA and will be notified in July how much funding is available. Additional funding may also be available in the early fall. Because of this funding development, we ask that all local agencies be extremely prudent in expending WIC funds for the rest of this fiscal year which ends on September 30, 2019. This means not filling vacant positions and postponing or eliminating purchases when possible. The SA will keep you posted if and when additional funding is received as the year progresses.

As per normal practice, the SA will reimburse WIC agencies with the goal of reimbursing 100% of expenditures. If funds are insufficient, local agencies will be reimbursed as close to 100% as funds allow.

When developing your budget for FFY 2020, you may consider submitting a “bare-bones” budget with plans of submitting revisions as additional funding is identified during FFY 2020. A budget is a plan for spending based on providing WIC services so please budget according to how you plan on providing WIC services. In other words, plan for what you need and avoid putting items in the budget that are not necessary to provide basic WIC services. The SA will review all budget submissions with reduced funding in mind.

The WIC Local Agency Budget for Federal Fiscal Year 2020 and all supporting documentation is **due by July 30, 2019**. As a reminder, the WIC Local Agency Budget includes budgets for both WIC and the Breastfeeding Peer Counselor program where applicable.

**ACTION REQUIRED:** Inform appropriate WIC staff and other county staff who are involved with processing expenditures and developing the WIC/BFPC budget.

### **Policy ADM: 02.02.00 Annual Budget**

The FFY 2020 WIC Local Agency Budget policy can help answer many questions you may have regarding filling out the budget template. The policy is located on the Kansas WIC website at the following link: [http://www.kansaswic.org/manual/ADM\\_02\\_02\\_00\\_Annual\\_Budgets.pdf](http://www.kansaswic.org/manual/ADM_02_02_00_Annual_Budgets.pdf).

Local Agencies **are strongly encouraged to** use the “Budget Template and Checklist FFY2020” template. The template is an Excel spreadsheet, which should be opened and saved to your computer.

The Excel spreadsheet contains several worksheets that can be used to help fill out the budget, as well as the budget form itself. These worksheets are as follows:

- Worksheet A – Estimating Monthly Participation - Budget Heading
- Worksheet B – FTE & WIC% / BFPC% - Section I, Employee Services
- Worksheet C – Estimated Reimbursement – Section V, Additional Information and Signatures

These worksheets provide examples and actual charts that can be used to fill out various areas of the budget form. Local Agencies are *not required* to use the worksheets and can key the information in by hand but are encouraged to review the worksheets to make sure the information that is being entered by hand is what is being requested on the worksheets.

The worksheets contain formulas in various places and that information will automatically transfer to the budget document. Additional lines can be added to the various sections. **When adding additional lines to the budget form, be sure to check the formulas in the overall totals in each section to ensure that the totals are capturing all the additional rows that have been added.**

The Excel file also contains a sample budget, which can be used as a reference.

Finally, the Excel template contains a budget checklist that must be printed out and reviewed prior to completing the budget. The checklist must be submitted with the budget.

Additional Information to consider in preparing your budget:

- There will not be a statewide WIC conference in FFY 2020
- Local Agency WIC staff are required to have two trainings per year in addition to their Civil Rights Training. **Local Agency staff might want to consider no-cost or low-cost training events. Attending such trainings as shown below may be limited due to available funding:**

- National WIC Association (NWA) Conference,
- KS Dietetics Association conference,
- KS Nutrition Council conference,
- Kansas Breastfeeding Coalition (KBC) conference,
- KS La Leche League Conference

Refer to prior years conferences to determine the approximate costs needed for your budget.

- All new employees will continue to take New Employee Breastfeeding Training.
- For FFY2020, budget for BFPCs to attend a training with up to a 2-night stay. If the LA desires for the BFPC to attend additional trainings, make sure to account for the extra costs in the budget. Remember that BFPC travel and training costs come from regular NSA (WIC) funds, and that only their salaries and fringes come from the BFPC funds.
- **All of the estimated training costs for WIC and BFPC staff should be placed in Section III: Agency Operations and Program Supplies on the WIC Local Agency Budget spreadsheet for the line item “Employee Training Expenses.”**

If you have questions or need help, please contact Kelly Vickers at (785) 291-3134 or email [kelly.vickers@ks.gov](mailto:kelly.vickers@ks.gov).

**ACTION REQUIRED:** Notify all WIC staff, as well as other Health Department or County staff who are involved with developing the WIC/BPFC Budget. The budget and all the supporting documentation are due by **July 30, 2019**.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.